

# Retention and Classification Report

**Agency:** Clerk of the County Court (128)

179 North Main, #102  
Logan, UT 84321

## **Records Officer**

18171	Day Books
23375	Marriage certificate record books
83780	Marriage license applications
23374	Marriage license indexes
06122	Marriage licenses
84374	Official election registers
03694	Wheeler precinct census

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 18171

3

**TITLE:** Day Books

**DATES:** 1873-1888

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Day books record the following information: Names of parties transacting business with the county, amounts of transactions, type of service or product sold to the County.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently.

**APPRAISAL:**

Historical

This disposition is based on the historical value of this as it documents business transacted at the county level.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 23375

3

**TITLE:** Marriage certificate record books

**DATES:** 1887-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These volumes record marriage certificates as filed with the Cache County Clerk's office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

**AUTHORIZED:** 05/30/2008

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 83780

4

**TITLE:** Marriage license applications

**DATES:** 1911-

**ARRANGEMENT:** Chronological, thereunder numerical by application number

**DESCRIPTION:**

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and date of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy (until February 19, 1964 when the form was altered, not requiring this information); maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Records Center permanently.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 23374

3

**TITLE:** Marriage license indexes

**DATES:** 1888-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These name indexes provide access to the marriage licenses and marriage certificate books held by the Cache County Clerk's office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

**AUTHORIZED:** 05/30/2008

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 6122

3

**TITLE:** Marriage licenses

**DATES:** i 1887-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains copies of the marriage licenses granted in Cache County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

**AUTHORIZED:** 04/04/2000

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Records Center permanently.

**APPRAISAL:**

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 6122

**TITLE:** Marriage licenses

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 84374

3

**TITLE:** Official election registers

**DATES:** 1976-

**ARRANGEMENT:** alphanumeric by district, thereunder alphabetical by voter's name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These books are the official listing of registered voters in Cache County for the primary and general elections. There is a booklet for each election district in the county. Voters are required to register with the county clerk or local election registrars prior to election day (UCA 20-2). These registers contain a listing of persons who voted at least once in the previous two years or registered since 1974. These lists are used at the polls by election judges to identify registered voters and to record ballot numbers on election day. After the election they are used for comparison when canvassing the election and later to prepare new registers for the next election. They include: name of voter, ballot numbers (bond, special, primary, general); year last voted; city; and for some voters their address.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This retention is based on the administrative needs expressed by the office and the historical value of the records. Because it is impossible to maintain all official registers, they have been sampled for over a twenty-year period keeping those for years that end in six (1966, 1976, 1986, 1996).



**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 84374

**TITLE:** Official election registers

(continued)

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 3694

3

**TITLE:** Wheeler precinct census

**DATES:** 1931-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.